


## NOA 303 – RETIREMENT-SPECIAL OPTION W/825 INCENTIVE

STEP	ACTION
1	Create the RPA from the Navigation List – Click on <b>Request for Personnel Actions</b> → <b>Separation</b> or open the existing 303 RPA from the Civilian Inbox.
2	<p>Complete the <b>REQUESTING INFO</b> Tab of the RPA:</p> <ul style="list-style-type: none"> <li>Effective Date</li> <li>SSN (with dashes)</li> <li>1<sup>st</sup> NOA (use LOV or type it in) = <b>303</b>                      2<sup>nd</sup> NOA = <b>825</b> (<i>Separation Incentive</i>)</li> <li>Authority Code (use LOV or type it in)                      Authority Code = <b>VWN</b></li> </ul>
3	<p>Complete the <b>POSITION DATA</b> Tab of the RPA:</p> <ul style="list-style-type: none"> <li>Award Amount – enter amount (i.e., \$25,000 input as 25000)</li> <li>UoM = M (Money)</li> </ul>
4	<p>Complete the <b>REMARKS AND ADDRESS</b> Tab of the RPA:</p> <ul style="list-style-type: none"> <li>Part F – Remarks for SF-50 – enter appropriate remarks.</li> </ul> <p>If Separation Incentive is to be paid <b>biweekly</b>, enter the remark:</p> <p>“Entitled to \$ (Total amount) separation incentive pay to be paid at the rate of \$ (amount) per week.”</p> <p>If Separation Incentive is to be paid in <b>two equal installments</b>, enter the remark:</p> <p>“Entitled to \$ (Total amount) separation incentive pay to be paid in two equal installments at the rate of \$ (amount) on (date) and (date).”</p> <p> Note: There is currently no data field in DCPDS to enter this information for payroll flow. The SF-50 must be faxed to payroll if payment is to be made <b>biweekly</b> or in <b>two installments</b>.</p>
5	Click on <b>&lt;Save&gt;</b> icon to save
6	<p>Click on the <b>EXTRA INFORMATION</b> button and complete the following DDFs. Click <b>&lt;OK&gt;</b> and <b>&lt;Save&gt;</b> after completing each window.</p> <p style="text-align: center;"><b>US FED AGENCY DATA WINDOW</b></p> <p>Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save.</p>

<b>US FED AWARD AND BONUS INFORMATION</b>	
<b>Award Agency Code</b>	Autopopulates to "NV" Department of Navy
<b>Award Type</b>	Autopopulates to "93" Separation Incentive
<b>Group Award ID</b>	Enter "0"
<b>Award Payment</b>	Enter "No"
<b>Date Award Earned</b>	Autopopulates to effective date of action from RPA.
<b>Award Appropriation Code</b>	Autopopulates to "Navy"
<b>SEPARATIONS OTHER THAN RETIREMENT</b>	
<b>Drawdown Action ID</b>	Enter "2" (Separation Incentive Component Funds)
<b>SEPARATION AND RETIREMENT</b>	
<b>Reason for Separation</b>	Enter the appropriate code.
<b>Sep Pkg Status Indicator</b>	Autopopulates to "1" (Retirement (Non-Disability))
<b>Dt Ret Application Received</b>	Enter date.
<b>Dt Ret Pkg Sent to Payroll</b>	Enter date.
<b>7</b>	Close<Extra Information> window to return to the RPA.
<b>8</b>	Click on the <Save> icon to route the RPA or to Update HR.